



# PERFORMANCE MEASUREMENT POLICY

## 33-102

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NOAA FISHERIES

# Policy Objective

- Promote consistent performance reporting methodology across NMFS
- 33-102 Series addresses:
  - Performance reporting roles and responsibilities
  - Performance measures
  - Milestones
  - eAOP database data entry procedures
  - Developing Annual Operating Plan
  - Quarterly reporting
  - Business rules for performance measures

# 33-102 Performance Measurement

## Roles and Responsibilities:

- MB:
  - Directs and supports process
  - Trains staff
  - Manages eAOP database
- HQ Offices:
  - Develop performance measures, set targets, & report actual results
  - Coordinate milestone development & manage an annual milestone portfolio
  - Establish business rules for performance measures
- Regional Offices, Science Centers, HQ Offices:
  - Develop and report milestones
  - Report performance data



# 33-102-01 Performance Measure Data Repository

- Establishes the repository as the primary reference source
- Sets timeframe for periodic data updates
- Appendix 1:
  - Performance measure data field definitions
  - Business rules for data entry
- MB: Manages eAOP Performance Measure Repository
- HQ Offices:
  - Provide / input performance measure data from offices and field units
  - Provide *quality control* for field data reporting
  - HQ office director approval of reported data
- Regional Offices, Science Centers, HQ Offices:
  - Report performance data to HQ offices



# 33-102-02 Program Performance Reporting

Establishes procedures for:

- Developing Annual Operating Plans
- Periodic reporting of performance measures *actuals*
- Status updates for Milestone reporting
- HQ program office quarterly reports
- Timing of performance target adjustments
- Development of performance measure *business rules*

Appendix gives annual timeline for reporting

# 33-102-02-XX Program Business Rules

Each HQ program office produces business rules for their performance measures.

Program Business Rules are a quality management system:

- Counting methodology
- Data source(s)
- Definitions of all terms
- Target and baseline composition
- Approval structure
- Timing of data availability

# Results of the Policy

- Established the **eAOP operating procedures**
  - Clearly defined all roles
- **Performance measure business rules** have greatly reduced confusion, ensured repeatable results, established clear reporting and approval procedures.

----- QUESTIONS? -----